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CIA-RDP70-00211R000200070054-2

4 September 1956

MEMORANDUM FOR: Chief, RI

SUBJECT: PO Monthly Report for August 1956

1. Cards forwarded to Main Index as result of Projects: 1,726

2. Total Projects 274

Opened this month 0
Opened prior months 53
Total Open Projects.....53

Closed this month 2
Closed prior months 219
Total Closed Projects.....221

3. Records Management

a. Records Retired to RI/AR

Division or Staff	Items	Amount in Cu. Ft.	
CM	2	.4	
FI	1	7.0	
FPS	1	.3	
[redacted]	8	13.8	
IO	14	11.8	
[redacted]	23	24.3**	
[redacted]	38	198.5***	
[redacted]	3	12.6	
[redacted]	2	3.2	
[redacted]	11	11.1	
[redacted]	8	2.6	
RI	4	17.7	
Total	115	303.3	303.3

** Field Files 15.4
*** Field Files 160.0

Sanitized - Approved For Release :
CIA-RDP70-00211R000200070054-2

Sanitized - Approved For Release :
CIA-RDP70-00211R000200070054-2

b. Records Retired to RI/FI

Division or Staff	Items	Amount in Cu. Ft.	
[redacted]	2	2.0	
[redacted]	13	1.3	
[redacted]	108	53.2	
[redacted]	2	.2	
[redacted]	1	1.0	
[redacted]	1	.3	
[redacted]	10	1.9	
[redacted]	35	4.1	
Total	172	64.0	64.0

RETURNED

c. Records Retired to OSR

Division or Staff	Items	Amount in Cu. Ft.	
[redacted]	1	2.3	
Total	1	2.3	2.3

d. Records Destroyed (Non-Record Material)

Division or Staff	Items	Amount in Cu. Ft.	
[redacted]	1	1.0	
[redacted]	3	1.3	
[redacted]	1	1.5	
[redacted]	1	23.9	
Total	6	27.7	27.7
Total Records Retired and Destroyed			327.3

e. Vital Documents

Packages IN.....86
Packages OUT.....30

Microfilm Reels IN.....50
Microfilm Reels OUT.....1

4. Filing Equipment and Forms Control

a. Filing Equipment Approved

4 drawer legal size safe.....7
5 drawer legal size safe.....2

b. Forms Approved.....3

Sanitized - Approved For Release :
CIA-RDP70-00211R000200070054-2

Sanitized - Approved For Release :
CIA-RDP70-00211R000200070054-2

5. XX/XX Typist, typed 636 cards in 8 hours.

25X1A9a 6. Mr. [redacted] is continuing to survey IO/L.

25X1A9a 7. Mr. [redacted] has completed the survey of the files of The DDI, and is continuing to survey SSA/SR/S.

25X1A9a

[redacted]
XX/XX

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